

REGISTRATION FOR KVHS SPRING 2008 IS A 3 STEP PROCESS:

STEP

1

Counselors may begin the registration process online by [clicking here](#). To begin counselors must have:

- Their district & school codes (private and home schools do not need this data)
- Their student's SSID number and name

After a counselor has entered a student for registration, the student may then complete step 2 "Student Registration".
****A student will be unable to register for courses until their counselor has entered their data into the system (see step 1)**

STEP

2

Students may sign into the online registration system by [clicking here](#) after Counselors complete step 1. Students must have:

- Their counselor's ID
- Their student SSID number

Students will enter the following information:

- Student profile (name, email, etc)
- Parent profile (name, email, etc)
- Course selection (up to 6 courses may be selected)

After the student has completed their registration, they will be directed to the KYVS site at www.kyvs.org and reminded that registration is not complete until the counselor approves their course selection(s) (see step 3 for counselor approval).

STEP

3

Counselors complete the online registration process by giving course approval by [clicking here](#) after Students complete step 2. Counselors must have:

- Their counselor ID number

Counselors will enter the following information:

- Approve or disapprove course selection(s)
- Select block or traditional for course type
- Select initial credit or credit recovery

After the counselor has completed step 3, the registration process is complete. Counselors and students will be notified via email of course approvals, including usernames and passwords for student login.

**If you have any questions about registration, please contact KVHS at
(502) 564-4772 or toll free at 1-866-432-0008
or via email at kvhsregistration@education.ky.gov**